

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**

**OFFENDER ORIENTATION HANDBOOK**

as

Approved by the

Director of the Texas Department of Criminal Justice, Correctional Institutions Division

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# Texas Department of Criminal Justice

## Regional Offices

TDCJ-CID  
Private Prisons  
2505 Lake Rd, Ste #1  
Huntsville, Texas 77340

TDCJ-CID Region I  
1225 Ave. G  
Huntsville, Texas 77340

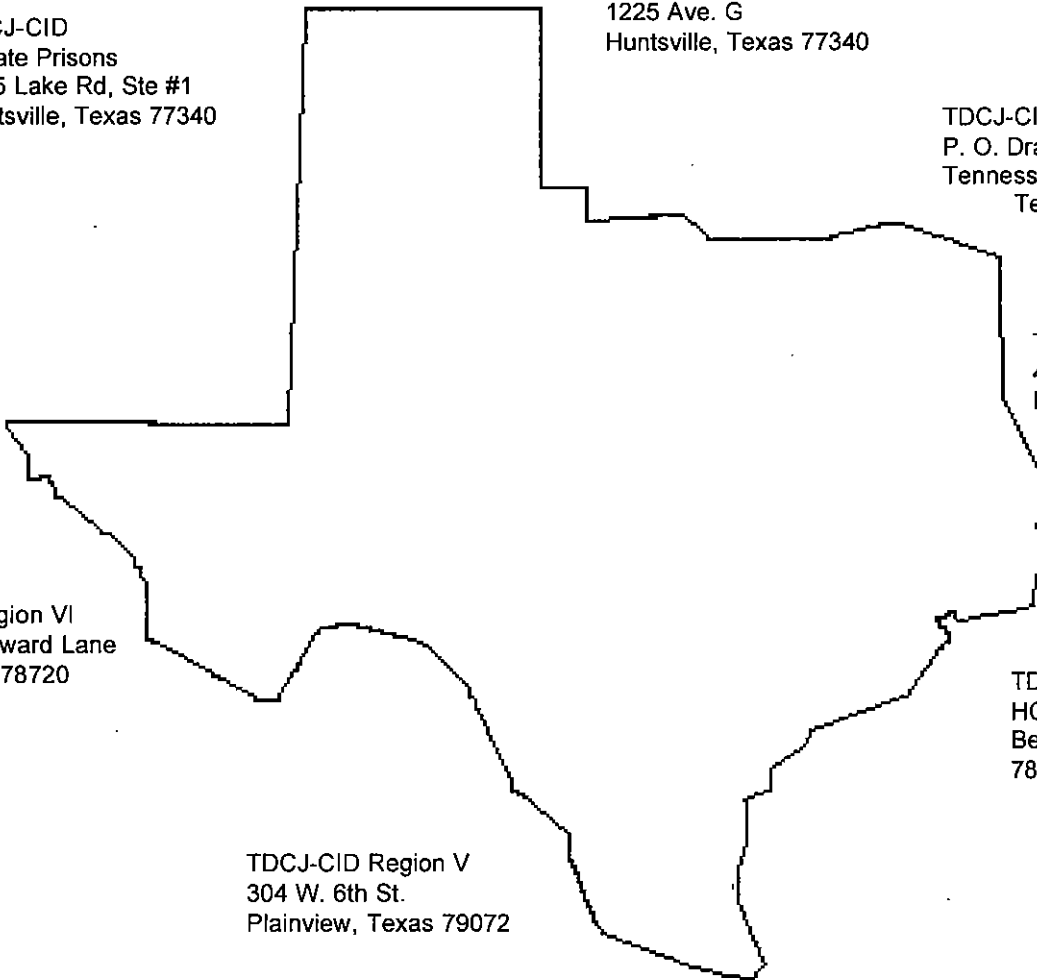
TDCJ-CID Region II  
P. O. Drawer 400  
Tennessee Colony,  
Texas 75861

TDCJ-CID Region III  
400 Darrington Road  
Rosharon, Texas  
77583

DCJ-CID Region VI  
316 West Howard Lane  
ustin, Texas 78720

TDCJ-CID Region V  
304 W. 6th St.  
Plainview, Texas 79072

TDCJ-CID Region IV  
HC02 Box 965  
Beeville, Texas  
78102



## Facilities Within the Texas Department of Criminal Justice

|  |   |  |  |
|--|---|--|--|
| <b>Allred</b><br>2101 FM 369 North<br>Iowa Park, Tx. 76367           | <b>Daniel</b><br>938 South FM 1673<br>Snyder, Tx. 79549                   | <b>Goodman</b><br>Route 1, Box 273<br>Jasper, Tx. 75951                        | <b>Jordan</b><br>1992 Hilton Road<br>Pampa, Tx. 79065              |
| <b>Bartlett</b><br>1018 Arnold Dr.<br>Bartlett, Tx. 76511            | <b>Darrington</b><br>59 Darrington Road<br>Rosharon, Tx. 77583            | <b>Goree</b><br><br>Huntsville, Tx. 77344                                      | <b>Kegans</b><br>707 Top Street<br>Houston, Tx. 77002              |
| <b>Baten</b><br>1995 Hilton Road<br>Pampa, Tx. 79065                 | <b>Dawson</b><br>P O. Box 650675<br>Dallas, Tx. 75265-0675                | <b>Gurney</b><br>P.O. Box 6400<br>Tennessee Colony, Tx. 75861                  | <b>Kyle</b><br>701 South IH 35<br>Kyle, Tx. 78640                  |
| <b>Beto</b><br>P. O. Box 128<br>Tennessee Colony, Tx. 75880          | <b>Diboll</b><br>1604 South First Street<br>Diboll, Tx. 75941             | <b>Halbert</b><br>P.O. Box 923<br>Burnet, Tx. 78611-0923                       | <b>LeBlanc</b><br>3695 FM 3514<br>Beaumont, Tx. 77705              |
| <b>Boyd</b><br>Route 2, Box 500<br>Teague, Tx. 75860                 | <b>Dominguez</b><br>6535 Cagnon Road<br>San Antonio, Tx. 78252            | <b>Hamilton</b><br>200 Lee Morrison Lane<br>Bryan, Tx. 77807                   | <b>Lewis</b><br>P.O. Box 9000<br>Woodville, Tx. 75990              |
| <b>Bradshaw</b><br>P.O. Box 9000<br>Henderson, Tx. 75653-9000        | <b>Duncan</b><br>1502 South First Street<br>Diboll, Tx. 75941             | <b>Havins</b><br>500 FM 45 East<br>Brownwood, Tx. 76801                        | <b>Lindsey</b><br>1137 Old Post Oak Road<br>Jacksboro, Tx. 76458   |
| <b>Bridgeport</b><br>4000 North 10th Street<br>Bridgeport, Tx. 76426 | <b>Eastham</b><br>P.O. Box 16<br>Lovelady, Tx. 75851                      | <b>Henley</b><br>7581 Hwy 321<br>Dayton, Tx. 77535                             | <b>Lockhart</b><br>P.O. Box 1170<br>Lockhart, Tx. 78644            |
| <b>Briscoe</b><br>1459 W. Highway 85<br>Dilley, Tx. 78017-4601       | <b>Ellis</b><br><br>Huntsville, Tx. 77343                                 | <b>Hightower</b><br>902 FM 686<br>Dayton, Tx. 77535                            | <b>Lopez</b><br>1203 El Cibolo Rd.<br>Edinburg, Tx. 78539          |
| <b>Byrd</b><br>P. O. Box 100<br>Huntsville, Tx. 77342-0100           | <b>Estelle</b><br>264 FM 3478<br>Huntsville, Tx. 77320-3322               | <b>Hilltop</b><br>1500 State School Road<br>Gatesville, Tx. 76598              | <b>Luther</b><br>1800 Luther Dr.<br>Navasota, Tx. 77869            |
| <b>Central</b><br>One Circle Drive<br>Sugarland, Tx. 77478           | <b>Estes</b><br>1100 Highway 1807<br>Venus, Tx. 76084                     | <b>Hobby</b><br>742 FM 712<br>Marin, Tx. 76661-4685                            | <b>Lychner</b><br>2350 Atascocita Road<br>Humble, Tx. 77396        |
| <b>Clemens</b><br>11034 Hwy 36<br>Brazoria, Tx. 77422                | <b>Ferguson</b><br>12120 Savage Dr.<br>Midway, Tx. 75852-3654             | <b>Hodge</b><br>P.O. Box 999<br>Rusk, Tx. 75785                                | <b>Lynaugh</b><br>1098 S. Highway 2037<br>Fort Stockton, Tx. 79735 |
| <b>Clements</b><br>9601 Spur 591<br>Amarillo, Tx. 79107-9606         | <b>Formby</b><br>970 County Rd. AA<br>Plainview, Tx. 79072                | <b>Holliday</b><br>295 IH 45N<br>Huntsville, Tx. 77340-4968                    | <b>McConnell</b><br>3001 S. Emily Drive<br>Beeville, Tx. 78102     |
| <b>Cleveland</b><br>P.O. Box 1678<br>Cleveland, Tx. 77328            | <b>Fort Stockton</b><br>1500 IH 10 East<br>Fort Stockton, Tx. 79735       | <b>Hospital Galveston</b><br>P. O. Box 48, Sub St. 1<br>Galveston, Tx. 77550   | <b>Michael</b><br>P O. Box 4500<br>Tennessee Colony, Tx. 75886     |
| <b>Coffield</b><br>Route 1, Box 150<br>Tennessee Colony, Tx. 75884   | <b>Garza East</b><br>HC02, Box 985<br>Beeville, Tx. 78102                 | <b>Hughes</b><br>Route 2, Box 4400<br>Gatesville, Tx. 76597                    | <b>Middleton</b><br>13055 FM 3522<br>Abilene, Tx. 79601            |
| <b>Cole</b><br>3801 Silo Road<br>Bonham, Tx. 75418                   | <b>Garza West</b><br>HC02, Box 995<br>Beeville, Tx. 78102                 | <b>Huntsville</b><br>815 12 <sup>th</sup> Street<br>Huntsville, Tx. 77342-0099 | <b>Montford</b><br>8602 Peach Street<br>Lubbock, Tx. 79404         |
| <b>Connally</b><br>899 FM 632<br>Kenedy, Tx. 78119                   | <b>Gatesville</b><br>1401 State School Road<br>Gatesville, Tx. 76599-2999 | <b>Hutchins</b><br>1500 East Langdon Road<br>Dallas, Tx. 75241                 | <b>B. Moore</b><br>8500 North FM 3053<br>Overton, Tx. 75684        |
| <b>Cotulla</b><br>HC62, Box 100<br>Cotulla, Tx. 78014                | <b>Gist</b><br>3295 FM 3514<br>Beaumont, Tx. 77705                        | <b>Jester I, III, IV</b><br>Route 2<br>Richmond, Tx. 77469                     | <b>C. Moore</b><br>1700 N. FM 87<br>Bonham, Tx. 75418              |
| <b>Dalhart</b><br>HCR 4, Box 4000<br>Dalhart, Tx. 79022              | <b>Glossbrenner</b><br>623 S. FM 1329<br>San Diego, Tx. 78384             | <b>Johnston</b><br>703 Airport Road<br>Winnsboro, Tx. 75494                    | <b>Mountain View</b><br>2305 Ransom Rd.<br>Gatesville, Tx. 76528   |

## Facilities Within the Texas Department of Criminal Justice

**Murray**  
1916 N. Hwy 36 Bypass  
Gatesville, Tx. 76528

**Neal**  
9055 Spur 591  
Amarillo, Tx. 79107-9696

**Ney**  
114 Private Road 4303  
Hondo, Tx. 78861

**Pack**  
2400 Wallace Pack  
Navasota, Tx. 77869

**Plane**  
904 FM 686  
Dayton, Tx. 77535

**Polunsky**  
3872 FM 350  
Livingston, Tx. 77351

**Powledge**  
Route 2, Box 2250  
Palestine, Tx. 75882

**Ramsey I**  
1100 FM 655  
Rosharon, Tx. 77583

**Ramsey II**  
1200 FM 655  
Rosharon, Tx. 77583

**Roach**  
15845 FM 164  
Childress, Tx. 79201

**Robertson**  
12071 FM 3522  
Abilene, Tx. 79601

**Rudd**  
2004 Lamesa Highway  
Bowenfield, Tx. 79316

**Sanchez**  
3901 State Jail Road  
El Paso, Tx. 79938

**Sayle**  
4176 FM 1800  
Breckenridge, TX 76424

**Scott**  
Route 5, Box 1500  
Angleton, Tx. 77515

**Segovia**  
1201 E. Cibolo Road  
Edinburg, Tx. 78539

**Skyview**  
P. O. Box 999  
Rusk, Tx. 75785

**Smith**  
1313 County Rd 19  
Lamesa, Tx. 79331

**Stevenson**  
1525 FM 766  
Cuero, Tx. 77954

**Stiles**  
3060 FM 3514  
Beaumont, Tx. 77705

**Telford**  
P.O. Box 9200  
New Boston, Tx. 75570

**Terrell**  
1300 FM 655  
Rosharon, Tx. 77583

**Carol S. Young Medical  
Facility Complex**  
Route 4, Box 1174  
Dickinson, Tx. 77539

**Torres**  
125 Private Road #4303  
Hondo, Tx. 78861

**Travis County**  
8101 FM 969  
Austin, Tx. 78724

**Tulia**  
4000 Hwy 86 West  
Tulia, Tx. 79088

**Vance**  
Route 2  
Richmond, Tx. 77469

**Wallace**  
P.O. Box 2000  
Colorado City, Tx. 79512

**Ware**  
P.O. Box 2500  
Colorado City, Tx. 79512

**Wheeler**  
4300 E. Fifth Street  
Plainview, Tx. 79072

**Willacy County**  
1695 South Buffalo Drive  
Raymondville, Tx. 78580

**Woodman**  
1210 Coryell Road  
Gatesville, Tx. 76528

**Wynne**

Huntsville, Tx. 77349

## **ADOPTION OF ORIENTATION HANDBOOK**

This handbook contains general information and rules adopted by the Director of the Texas Department of Criminal Justice Correctional Institutions Division (TDCJ-CID).

### **TEXAS DEPARTMENT OF CRIMINAL JUSTICE MISSION STATEMENT**

*The mission of the Texas Department of Criminal Justice is to provide public safety, promote positive change in offender behavior, reintegrate offenders into society and assist victims of crime.*

### **Board of Criminal Justice**

The Board of Criminal Justice is made up of nine (9) unpaid citizens. They are appointed by the Governor of Texas. The Board helps the Department to plan, budget and make policy.

### **Management**

The Executive Director of the Texas Department of Criminal Justice appoints the Director and Deputy Directors of the Correctional Institutions Division. These directors guide the day-to-day operation and management of the TDCJ-CID.

## **GENERAL INFORMATION CONCERNING THIS HANDBOOK**

This handbook is designed to provide the offender population with general information along with a standard for acceptable behavior. Offenders who do not conduct themselves in an acceptable manner could be charged with a specific disciplinary offense. The disciplinary offenses are listed in the **TDCJ Disciplinary Rules and Procedures for Offenders Handbook**. The standards for acceptable behavior by offenders listed in this handbook apply to all offenders. The conditions in administrative segregation/special management or disciplinary status may vary from those of general population offenders.

Upon entering the TDCJ, offenders will be provided with a current copy of the Offender Orientation Handbook. Offenders currently incarcerated within the TDCJ will have access to revised copies when revisions to the Handbook are made. Handbooks written in Spanish will be given to offenders whose primary language is Spanish. Rules will be explained to offenders who cannot read them and to offenders whose primary language is neither English nor Spanish.

All offenders confined within a facility of the Texas Department of Criminal Justice are responsible for understanding and abiding by the rules, regulations and policies detailed in the handbook as well as other policies and procedures posted on their facility of assignment. Failure to do so may result in disciplinary action.

*For purposes of this handbook, the terms "he", "his" and "him" refer to all offenders, both male and female.*

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- b. The offender's educational achievement score is below 5.0 on reading or his literacy or understanding of English is questionable;
  - c. The offender's case is very complex;
  - d. The offender is confined to any form of segregation before the disciplinary hearing;
  - e. The offender requests a counsel substitute; or
  - f. A witness requested by the accused offender is on a different unit or facility.
4. Special Procedures for Psychiatric Patients
- a. When a psychiatric offender is charged with a disciplinary infraction, psychiatric clearance must be obtained before proceeding with the disciplinary.

**D. Appeal Process**

At the end of the disciplinary hearing, the disciplinary hearing officer will tell the offender of his right to appeal the decision, with respect to guilt or the punishment given, through the offender grievance procedure.

Three Basic Grounds for Appeal:

- 1. one or more procedural rights were violated
- 2. insufficient evidence to find offender guilty
- 3. penalty imposed by the hearing officer was too severe

The disciplinary decision may be appealed by filing a grievance. If the offender is not satisfied with the decision, he may then file a Step-2 grievance for appeal purposes. The Counsel Substitute will assist offenders with an appeal if they request assistance.

**VI. GRIEVANCE PROCEDURES FOR OFFENDERS**

- A.** Grievance forms are available from the law library, housing area, shift supervisors, or by contacting the unit grievance office. After completely filling out the form, place it in the grievance box yourself or give it to the grievance investigator on your unit.
- B.** An attempt to informally resolve your problem must be made before filing a grievance. Informal resolution is defined as any attempt to solve the issue at hand and must be noted on the Step 1 grievance form (I-127). You have 15 days from the date of the alleged incident or occurrence of the issue presented in which to complete the Step 1 grievance form and forward it to the Unit Grievance Investigator (UGI). The Step 1 process may take up to 40 days from the date the unit grievance office receives the Step 1 form. If you are not satisfied with the Step 1 response, you may appeal the Step 1 decision by filing a Step 2 (I-128). You have 15 days from the date of the Warden's signature on the Step 1 form to submit the Step 2 to the grievance investigator on the unit. The Step 2 process may take up to 35 days to provide you a written response.
- C.** Present only one issue per grievance and do not repeatedly grieve the same issue.

- D. Additional time may be required in order to conduct an investigation at either Step 1 or Step 2 and in either case, you will be notified of the extension in writing. Also, you may request that your grievance be withdrawn at any time during the process and the unit grievance investigator can help you with these procedures.
- E. Complete your grievance in dark ink or type if possible. If you need any assistance filing a grievance or understanding a response, contact your unit grievance investigator.
- F. The following issues are grievable through the Offender Grievance Procedure
- ✍ The interpretation or application of TDCJ policies, rules, regulations, and procedures;
  - ✍ The actions of an employee or another offender, including denial of access to the grievance procedure;
  - ✍ Any reprisal for submitting grievance or exercising other Access to Courts rights;
  - ✍ The loss or damage of authorized offender property possessed by persons in the physical custody of the Agency, for which the Agency or its employees, through negligence, are the proximate cause of any damage or loss;
  - ✍ Any other matter within the authority of the TDCJ.
- G. You may not grieve:
- ✍ State or Federal Court decisions, laws and/or regulations;
  - ✍ Parole decisions;
  - ✍ Time-served credit disputes (these issues should be directed to the Classification and Records, Time Section or for State Jail offenders, to the Unit Chief of Classification or Intake Coordinator);
  - ✍ Matters for which other appeal mechanisms exist;
  - ✍ Any matter beyond the control of the Agency to correct.
- H. Grievances that do not meet the following established screening criteria may be returned to you unprocessed; however, most grievances may be corrected and resubmitted within 15 days from the date of the signature on the returned grievance.
- ✍ Grievable time period has expired. (Step 1 grievances must be submitted within 15 days from the date of incident and Step 2 Appeals must be submitted within 15 days from the date of the signature on the Step 1.)
  - ✍ Submission in excess of 1 every 7 days. (All grievances received in the grievance office will be reviewed for emergencies; however, only one grievance will be processed every seven days [with the exception of disciplinary, specialty and emergency grievances.]
  - ✍ Originals not submitted. (Carbon copies are not considered originals even if they have an original signature. The original Step 1 and Step 2 forms (I-127 and I-128) must be submitted.)
  - ✍ Inappropriate/excessive attachments. (Your grievance must be stated on one form and in the space provided. Attach only official documents such as I-60's, sick call requests, property papers, and other similar documents that support your claim.)

- ⌘ No documented attempt at informal resolution. (You are required to attempt to resolve issues informally with a staff member prior to filing a grievance. Remember, the attempt must be documented in the space provided on the I-127 form.)
- ⌘ Malicious use of vulgar, indecent, or physically threatening language directed at an individual.
- ⌘ The issue presented is not grievable. (Refer to Section G above).
- ⌘ No remedy exists.
- ⌘ The text is illegible/incomprehensible. (Write your grievance so that it can be read and understood by anyone.)
- ⌘ Inappropriate. (You may not ask for monetary damages or any form of disciplinary action against staff.)

- I. **Do not use a grievance form to comment on the effectiveness or credibility of the grievance procedure; instead, submit a letter or I-60 to the Administrator of the Offender Grievance Program.**

## VII. PAROLE INFORMATION

### A. PAROLE INFORMATION

Parole is a privilege, not a right! Parole is the discretionary and conditional release of an eligible offender from physical custody of a jail or prison if the offender agrees to serve the remainder of his sentence under the supervision of the Parole Division. Some requirements for an offender to be released on parole are: (a) serves sufficient time as required by law [Tex. Gov't. Code Ann. § 508.145 (West)]; (b) is not a risk to public safety; and (c) meets work, program participation, and behavior standards. Offenders approved for parole are allowed to leave the TDCJ and serve the remainder of their sentences under the supervision of parole officers. Offenders who are approved for parole may be released during their initial parole eligibility month/year (FI-1); may be released during a specified month which is beyond their initial parole eligibility month/year (FI-2); may be released to a Pre-Parole Transfer facility up to six months prior to a specified month/year which is beyond their initial parole eligibility date (FI-4); or may be transferred to an In-Prison Therapeutic Community (IPTC) for substance abuse treatment up to 11 months (FI-5). The Board of Pardons and Paroles (BPP) has also passed parole vote options that require rehabilitation treatment programs for certain offenders prior to parole. Specific categories include FI-3R, FI-6R, FI-7R, FI-9R, and FI-18R. The numerical identifier in the vote (3, 6, 9, and 18) reflects the number of months the offender must serve beyond a specified release date, which will be set by the BPP. An offender approved for parole under an FI-5 or any of the FI-R votes will be reevaluated by the BPP if he fails to complete the treatment program successfully. Offenders who are not approved for parole may be given new BPP review dates (Set-Off/Next Review Dates). The review process will resume several months prior to the next review dates. If the offender is incarcerated for an offense that occurred on or after 9-1-96, and is not approved for parole release, the offender's file will be reviewed by the BPP for possible release to mandatory supervision (RMS) or denial of release to mandatory supervision (DMS). Offenders who are denied release to mandatory supervision (DMS) will be given a new BPP review date (Next Review Date). The review process will begin several months prior to the next review date. Offenders denied release to mandatory supervision (DMS) will receive annual BPP review until receipt of approval for release on mandatory supervision (RMS) or upon release on expiration of their sentence on their maximum expiration date." Offenders whose offenses occurred prior to 9-1-96, who are denied parole and receive a serve-all from the BPP will be released to mandatory supervision on